

JOB DESCRIPTION

JOB TITLE: Public Health Director III

GRADE: 26

JOB CODE: 1001

DATE: 3/20/95

GENERAL FUNCTION: Under policy guidelines set by the District Health Department plans, organizes and directs the provision of comprehensive public health services to a multi-county geographic area. The incumbent in this position is responsible for managing a multi-county health department, providing an extensive range of public health services such as; environmental, medical, home health, to the community of the multi-county area. The staff complement will usually be 100 or more employees. The incumbent will work with a district as well as a local board of health from each county in the district.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Directs the activities of employees in providing medical and environmental programs and services

- a. consults with program managers and/or supervising staff concerning program goals and operations
- b. confers with program managers, supervisory staff or employees regarding problems of employees
- c. evaluates program/service activities using reports (programmatic and financial) to ensure compliance with goals, objectives, program standards, and quality assurance
- d. conducts staff meetings for planning and review

Directs the financial management functions of the department:

- a. reviews and approves the annual budget for the department prior to submittal to the Board of Health
- b. assures that appropriate accounting procedures which comply with federal and state auditing requirements are established and maintained
- c. analyzes financial situation of the department according to periodic updates of revenues and makes expenditure decisions accordingly
- d. authorize expenditure of funds for department functions

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Reviews, approves, and monitors program plans for the various services and programs provided by the health department

- a. conducts needs assessment(s) to determine community need for programs/services
- b. works with staff in writing annual program plans
- c. interprets program standards issued by Department for Health Services for program operation
- d. coordinates program plans with annual budget of department

Evaluates employee job performance;

- a. completes annual performance evaluations for appropriate staff
- b. counsels employees on job performance
- c. monitors employee job performance periodically to identify performance issues.

Develops and maintains appropriate administrative procedures and policies for the operation of the department (programmatic, financial, personnel)

Interprets various laws (national and state), administrative regulations and policies to ensure conformance and efficient operation of the department.

Employs staff for the department. Initiates recruitment activities, interviews potential employees as appropriate and hires applicants

Meets with Board of Health (individually and collectively) to describe and discuss activities of the local department in meeting its objectives

- a. prepares agenda for meeting
- b. prepares necessary reports that describe progress (programmatic and financial) of the department
- c. prepares minutes of the Board of Health meetings
- d. serves as a resource person on questions raised by board members

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Develops and maintains a program of public relations designed to promote the services of the health department within the community.

Attends various meetings at the local, regional, and state level to keep informed on program and administrative changes. Conducts appropriate training programs to keep staff informed of changes and updates. Prepares manuals and program guidelines for program and administrative direction.

SUPERVISION RECEIVED: Recommends policies in functional area(s); incumbent also sets goals and objectives in functional area(s).

SUPERVISION EXERCISED: Level of supervision is that of director over managers and/or supervisory staff and indirectly all staff.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Thorough knowledge of the principles and practices of public health programs and Federal and State laws and regulations pertaining to local health programs.

Demonstrated ability in administration of public health services.

Knowledge of social and economic problems pertaining to public health.

Ability to develop and interpret regulations and policies concerning the operation of local health departments.

Ability to evaluate services performed and make recommendations for improvement of services when necessary.

Knowledge of the principles of business management as applied to public administration. Ability to supervise the work of others.

Ability to exercise good judgement in appraising situations and making decisions.

Ability to express comments and opinions clearly and concisely. Ability to deal tactfully with the public.

Minimum Education, Training, and Experience Requirements: Masters Degree in Public Health, Community Health, Business or Public Administration, or, Bachelors degree in Public Health, Business or Public Administration, Nursing, or Community Health

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With a Masters Degree - five years experience in Public Health or other health related responsibilities. Three years experience should be in an administrative and/or management capacity.

With a Bachelors degree - six years of experience in a management capacity, including three years of management experience in a health program.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.